

## Search and Rescue Fund Reimbursement Guidelines

When submitting a search or rescue mission for reimbursement please follow the instructions below:

1. Fill out Mission Report checking appropriate Tier:

**Tier I:** licensed individual (those holding a current hunting or fishing license, stand-alone habitat stamp, boat, snowmobile or off-highway vehicle registration, or Colorado Outdoor Recreation Search and Rescue card)  
**Tier II:** relatives of licensed persons (include parents, siblings, spouses, children, or grandchildren)  
**Tier III:** un-licensed individual

A Tier I or II request must have the certificate/registration number and should have a copy of the license (if possible).

2. Mission Report form must be submitted within **60 days** of the mission. If there are extenuating circumstances please include an explanation.

3. Expenses eligible for reimbursement:

*\*Equipment* - includes helicopter flight time to assist in search and rescue operations.

*\*Mileage* - you can claim fuel expenses **or** mileage, not both.

*\*Meals:* itemized receipt must be provided. Credit card receipts are not acceptable.

*\*Room Rental*

*\*Other:* All items requested for reimbursement must be itemized on a receipt or invoice

4. Expenses **not** eligible for reimbursement:

*\*Salary or overtime for any person on a regular or permanent payroll of an agency or political subdivision.*

*\*Medical transport*

*\*Costs associated with recovery of property*

5. **Original receipts** must accompany the request for reimbursement. Copies of receipts are acceptable if originals are not available under limited circumstances. Any non-reimbursable expenses should be indicated as such. There must be an itemized invoice or receipt for each item claimed for reimbursement. A valid invoice carries the vendor name (or volunteer signature), date, description, and dollar amount. In the case of meals, an itemized receipt must be provided showing food items purchased. Credit card receipts are not acceptable.

6. Mission Report must be signed by sheriff.

7. Mail Mission Report and supporting receipts to:

Department of Local Affairs  
Search and Rescue Fund  
222 South Sixth Street, Room 409  
Grand Junction, CO 81501

**For a complete copy of the rules or more information contact us or visit our web site at:**

[www.state.co.us/searchandrescue](http://www.state.co.us/searchandrescue)